



LOUISIANA
DEPARTMENT of REVENUE

SESSION SCHEDULE CHECKLIST

Office of Charitable Gaming
P.O. Box 98502
Baton Rouge, LA 70884
Phone: 1-800-562-9235 or (225) 925-1835
www.ocg.louisiana.gov

The following checklist has been developed to assist you when preparing and submitting a **Session Schedule Form**.

- ☐ 1. Please include your State License Number (**EX: G-0005670**), if applicable.
- ☐ 2. A correct fax number or e-mail address must be provided in order for the Office to fax or e-mail a license.
- ☐ 3. Organization Official must complete the amount of rent per session and provide a lease, if applicable.
- ☐ 4. When submitting a request to *add or delete* a session(s), *organization official and commercial lessor/non-commercial lessor* **must** sign the form approving the session(s).
- ☐ 5. List **all** dates and times of events. Enter the starting time of a session as the time the organization will begin selling paper/pulltabs.
Circle AM or PM, Length, and Add or Delete.
- ☐ 6. **Additional Session Schedule**
 - A. If organization has events at more than one location, complete a form for each location and include lease agreement, if applicable.
 - B. List all dates, times and length of sessions for each additional location.
- ☐ 7. **Lease Agreement**
 - A. If organization is paying rent for any location, submit a signed lease agreement.
 - B. Lease agreements must include all dates and times organization is to conduct gaming activities.
- ☐ 8. **When changing schedule of dates and times, give specific dates and times. Use the Calendar Schedule for changing multiple sessions.**
 - A. Circle add or delete
 - B. Circle a.m. or p.m.
 - C. Enter the start time.
 - D. Enter the length of session: for example, 2, 4, 6 or 8 hours. Session cannot exceed 8 hours.
- ☐ 9. The **second and subsequent revisions** to your license must be accompanied by a **\$25 check**, made payable to "Office of Charitable Gaming" and written on the gaming account.

If you have questions concerning any application information, contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

Office of Charitable Gaming		State License # G-	
Organization Name:	Signature of Organization Official Approval: (Required)	Date signed:	Organization Phone # :
Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JULY 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only.</i> <i>There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: July 4th – Independence Day</i>				1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
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<p align="center">If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears.</p>						

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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number / E-mail address :	Building Address:	

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AUGUST 2021

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SEPTEMBER 2021

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OCTOBER 2021

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NOVEMBER 2021

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	1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
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DECEMBER 2021						
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5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	
<p>If any requested session conflicts with another organization's scheduled session, yours will not be approved. The office has the right to deny modification if organization is in arrears.</p>						

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Building Where Games are Held:	Lessor (Hall) Approval (Required)	Date signed:	Hall Contact Phone #:
Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: January 1st – New Year's Day</i> <i>January 17th – Martin Luther King Jr Day</i>						1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.				

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Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

FEBRUARY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only.</i> <i>There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: February 14th –Valentine's Day</i>		1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.				

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Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

MARCH 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only.</i> <i>There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holiday: March 1 th – Mardi Gras Day</i> <i>March 2 th - Ash Wednesday</i> <i>March 17 th – St. Patrick's Day</i>		1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.	

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Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

1. Change requests must be submitted no later than **5 (five)** business days in advance.
2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

APRIL 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holiday: April 15th – Good Friday</i> <i>April 17th - Easter</i>					1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:

If any requested session conflicts with another organization's scheduled session, yours will not be approved.
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Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

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2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days.</i> <i>Holidays: May 8th – Mother's Day May 30th – Memorial Day</i>						
1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	31 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.			

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Rent Amount \$	Fax Number / E-mail address :	Building Address:	

☐ **Check if this schedule will delete all sessions previously submitted for this month.**

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2. Submit the entire year's schedule to avoid additional charges and/or delays.
3. Enter time and length of session and circle AM or PM and Add or Delete.

JUNE 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>Holidays are listed for your information only. There may be others not listed. Sessions may be scheduled on these days. Holiday: June 19th – Father's Day</i>			1 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	2 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	3 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	4 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
5 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	6 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	7 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	8 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	9 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	10 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	11 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
12 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	13 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	14 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	15 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	16 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	17 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	18 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
19 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	20 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	21 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	22 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	23 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	24 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	25 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:
26 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	27 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	28 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	29 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	30 <input type="checkbox"/> Add <input type="checkbox"/> Delete Time: <input type="checkbox"/> AM <input type="checkbox"/> PM Length:	If any requested session conflicts with another organization's scheduled session, yours will not be approved. The Office has the right to deny modification if organization is in arrears.	